



香港建築師學會  
The Hong Kong Institute of Architects

**HKIA Council Election 2025-2026  
Nomination Form**

**IMPORTANT NOTES**

Please read carefully the important notes before completing the HKIA Council Election 2025-2026 Nomination Form.

- Each form will be applicable for ONE nomination only.
- The completed and signed Nomination Form together with a passport size photo of the nominee must be delivered to Mr. Watson CHAN, HKIA Chief Operating Officer, **on or before 19 July 2024, Friday, 12:00noon**. Late submission will not be processed.

The signed Nomination Form must be submitted by hand to HKIA Premises while a soft copy of the Form and the photo could be submitted either by hand or by email.

Nomination materials		By hand to HKIA Premises	By email to <a href="mailto:councilelection@hkia.net">councilelection@hkia.net</a>
Nomination Form	Duly completed and signed	✓	✗
	In “doc” format	✓ (saved in USB)	✓
Passport size photo of nominee in jpg format		✓ (saved in USB)	✓

3. Schedule of HKIA Council Election 2025-2026

Date(s)		Events
20 May – 19 Jul 2024		Call for Nominations (Nomination period: 2 months)
19 Jul 2024, Fri, 12:00nn		Nomination deadline
7, 15 or 16 Aug 2024	7:00pm	Council Election Forum*
14 Aug – 19 Sep 2024		Voting period
19 Sep 2024, Thu	1:00pm	Ballot return deadline
	1:00pm-6:00pm	Ballot counting by Scrutineers
	7:00pm	Results announcement at HKIA Third Quarterly General Meeting 2024

*\*The Council Election Forum will be held on one of the three days when most candidates are available. Candidates are strongly recommended to reserve all three evenings for the purpose.*



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4. Eligibility & Terms of Office

(Extract of *The Rules of The Institute* <https://www.hkia.net/en/pdf/rulesofinstitute.pdf>)

- 26 The Council shall consist of a President, two Vice Presidents and the Chairmen of the Boards as well as an Honorary Secretary, an Honorary Treasurer and eight Ordinary Members of the Council and the Immediate Past President who shall be an ex-officio Member of the Council.
- 27 Any member of the Council may resign his office by notice in writing to the Council.
- 28 Any Member of the Institute who is an ordinarily resident of Hong Kong shall be eligible for the office of President, provided that, at the date of the commencement of his proposed term of office, he will have at some time served on the Council for at least two years. The President shall be elected for two years and subject to Rule 42 thereafter shall not be eligible for a further term of this office until the expiration of four years from the termination of his second consecutive year of office.
- 29 Any Member of the Institute who is an ordinarily resident of Hong Kong shall be eligible for the office of Vice President. Any Vice President shall be elected for two years and subject to Rule 43 thereafter shall not be eligible for a further term of this office until the expiration of four years from the termination of his second consecutive year of office.
- 30 Any Member of the Institute who is an ordinarily resident of Hong Kong shall be eligible for the offices of Honorary Secretary and Honorary Treasurer.
- The Honorary Secretary and Honorary Treasurer shall be elected for two years and thereafter shall be eligible for further terms of office of one year at a time provided that no Honorary Secretary or Honorary Treasurer who has served in either or both capacities for four consecutive years shall be eligible again for either office until the expiration of four years from the termination of his fourth consecutive year of office.
- 31 Any member of the Council shall be eligible for the office of Board Chairman. Board Chairmen shall be elected by the Council for two years and thereafter shall be eligible for a further term of this office for two years. No Member of the Institute shall hold the office of Board Chairman for more than four consecutive years.
- 32A Any Member of the Institute who is an ordinarily resident of Hong Kong shall be eligible for the office of Ordinary Member of the Council. Ordinary Members of the Council shall be elected for two years and thereafter shall be eligible for a further term of this office for two years. No Member of the Institute shall hold the office of Ordinary Member of the Council for more than four consecutive years.**
- 32B No Member of the Institute shall be a member of the Council in any combination of capacities for more than six consecutive years** provided that:
- (i) subject to Rule 28, any Member of the Institute may stand for



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- the office of President at any time;
- (ii) nothing herein shall affect the right of the Immediate Past President to become ex-officio Member of the Council for a term of 2 years immediately after the termination of his office as President as the said ex-officio Member of the Council.
- 33 Any two or more Members may nominate candidates for the offices of President, Vice President, Honorary Secretary, Honorary Treasurer and for Ordinary Membership of the Council. Such nominations shall be delivered to the Honorary Secretary at least twenty-one days before the third Quarterly General Meeting held on the date fixed in accordance with Rule 55.
34. Nominations for the offices of President, Vice President, Honorary Secretary, Honorary Treasurer, and for Ordinary Membership of the Council may be made by the Council.
- 42 In the event of the death or resignation of the President, one of the two Vice Presidents shall be elected by the Council to take his office. The term of office of any person succeeding or being appointed to the office hereof shall terminate at the date of which the term of office of the President would have terminated but for the resignation or death or vacation of office of such President. A person succeeding or being appointed to office as aforesaid shall notwithstanding anything herein contained be eligible for immediate election to the same office.
- 43 In the event of the death or resignation of the Vice President, the Council shall appoint one of their members in his stead. The term of office of any person succeeding or being appointed to the office hereof shall terminate at the date on which the term of office of the Vice President would have terminated but for the resignation or death or vacation of office of such Vice President. A person succeeding or being appointed to office as aforesaid shall notwithstanding anything herein contained be eligible for immediate election to the same office.
- 44 In the event of the death or resignation of the Honorary Secretary or the Honorary Treasurer the Council shall elect a successor who shall be qualified within the provision of Rule 30 to fill the vacant office until the next Annual Election of an Honorary Secretary or Honorary Treasurer and the Member so elected shall go into office forthwith.
- 45 In the event of the death or resignation or temporarily absence from its meetings of any member of the Council, Council may appoint a Member to take his place.



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**Part 1: NOMINATION**

**Section 1: Particulars of Candidate**

Position running for:  President  Vice President  
(please tick one box only)  Honorary Secretary  Honorary Treasurer  
 Ordinary Member of the Council

Name: (English, in BLOCK letters)  
(Chinese)

Membership no.: \_\_\_\_\_ Joined the Institute in (year): \_\_\_\_\_

Professional and Academic Qualifications:

(English)

(Chinese)

Name of the company/organization & position:

(English)

(Chinese)

Number of Years involved in works of HKIA Council/Board(s)/Committee(s): \_\_\_\_\_

**Section 2: Proposers**

*Under Rule 33 of The Rules of The Institute, "Any two or more Members may nominate candidates for the offices of President, Vice President, Honorary Secretary, Honorary Treasurer and for ordinary Membership of the Council".*

*(Each of them must sign in the space provided. Please add additional sheets if space below is insufficient.)*

Name in English (in BLOCK letters)	Name in Chinese	HKIA membership no.	Signature (No e-signature)	Date
1.		FM / M*		
2.		FM / M*		
3.		FM / M*		
4.		FM / M*		
5.		FM / M*		
6.		FM / M*		
7.		FM / M*		
8.		FM / M*		
9.		FM / M*		
10.		FM / M*		

*\*Please delete as appropriate.*



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**Part 2: WORKS DONE FOR THE INSTITUTE**

*Maximum 400 words (content exceeding 400 words will not be published). The accuracy of the submitted information is the sole responsibility of the Candidate, and the Secretariat is not responsible for verifying the information, which will be published as it is in the Election Booklet.*



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**Part 3: PERSONAL STATEMENT**

*Maximum 400 words including additional relevant community services and activities (content exceeding 400 words will not be published). The accuracy of the submitted information is the sole responsibility of the Candidate, and the Secretariat is not responsible for verifying the information, which will be published as it is in the Election Booklet.*



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**Part 4: COUNCIL ELECTION FORUM**

(Please indicate your availability for the 3 proposed timeslots of the Council Election Forum by putting "✓" in appropriate boxes.)

Date	Available	Unavailable
7 August 2024, Wed, 7:00pm		
15 August 2024, Thu, 7:00pm		
16 August 2024, Fri, 7:00pm		

**Part 5: AGREEMENT**

1. I understand and accept that the information given above will be disclosed solely for consideration of the HKIA Council Election 2025-2026.
2. I consent to the HKIA Secretariat making any necessary enquiries for purposes relating to the HKIA Council Election 2025-2026 and for the verification of the information given above.
3. I understand that HKIA shall take reasonable precaution to maintain the confidentiality of information received by it and would destroy the personal data received normally not more than 3 months after the results announcement of the HKIA Council Election 2025-2026. Moreover, I understand that HKIA shall not accept responsibility for breach of confidentiality.

For correction of or access to personal data after submission of this form or for enquiries on the nomination matter, please contact Mr. Watson CHAN, HKIA Chief Operating Officer at (+852) 2511 6323.

**Part 6: DECLARATION**

*\*Please DELETE as appropriate.*

1. I have / have not\* been subject to suspension or expulsion by any professional or registration body.
2. I have / have not\* been convicted of any offense of a criminal nature.
3. I am / am not\* currently the subject of a disciplinary case.

If yes, please state and provide details on a separate sheet of paper.

I hereby confirm that my particulars as provided above and any supplementary information attached to this Nomination Form in support of my nomination are true and correct

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DEADLINE: 19 JULY 2024, FRIDAY, 12:00noon**